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| **Name** |  | | | | | |
| **Student number** |  | | | | | |
| **Level and subject** |  | | | | | |
| **Date Eligibility Check conducted** |  | | | | | |
| **Grounds for appeal** | MCs | PI | | P or B | | IA |
| **Decision appealing against and short summary of appeal** |  | | | | | |
| **Academic Investigator** |  | | | | | |
| **Academic Investigation supporting documents** | | | | | | |
| **Supporting Documents**  **DEPARTMENTAL DOCUMENTS** | | | **Has this document been provided?** | | **Notes** | |
| A detailed chronology outlining the student’s history in relation to their programme of study and appeal | | | Select Yes or No | |  | |
| Copies of any claims for Extenuating Circumstances which might be relevant to this student’s appeal | | | Select Yes or No | |  | |
| Confirmation of examination or submission dates of all assessments relevant to the Level of study related to the student’s appeal, and confirmation of whether the student attended the examination or submitted the assessment | | | Select Yes or No | |  | |
| If applicable, the student’s disability profile (if relevant to the appeal) | | | Select Yes or No | |  | |
| Informal Resolution Form | | | Yes | |  | |
| Notes of any post Eligibility Check meeting held with student | | | Select Yes or No | |  | |
| Relevant comments from the External Examiner | | | Select Yes or No | |  | |
| Relevant Department/programme-specific regulations or policies | | | Select Yes or No | |  | |
| Relevant email correspondence between the student and departmental academic/administrative staff | | | Select Yes or No | |  | |
| Other documents considered appropriate to the appeal provided by the Department (please list) | | | Select Yes or No | |  | |
| **FOR UG or PG TAUGHT STUDENTS ONLY** | | | | | | |
| Redacted minutes of the Panel of Examiners at which this student’s results might have been discussed | | | Select Yes or No | |  | |
| Redacted minutes of the Board of Examiners at which this student’s results might have been discussed | | | Select Yes or No | |  | |
| Minutes of the Extenuating Circumstances Panel(s) at which this student might have been discussed | | | Select Yes or No | |  | |
| **FOR PG RESEARCH STUDENTS ONLY** | | |
| Copies of records of supervision throughout the programme of study | | | Select Yes or No | |  | |
| Copies of all documentation relating to the examination(s) of the student (i.e. Examiners’ reports, Independent Chair’s reports etc.) | | | Select Yes or No | |  | |

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| **Evidence provided by student** | **Notes** |
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| **Additional notes for the Academic Appeals Panel** |
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